



SACHI A. HAMAI  
EXECUTIVE OFFICER

# COUNTY OF LOS ANGELES BOARD OF SUPERVISORS

KENNETH HAHN HALL OF ADMINISTRATION  
500 WEST TEMPLE STREET, ROOM 383  
LOS ANGELES, CALIFORNIA 90012  
(213) 974-1411 • FAX (213) 620-0636

## MEMBERS OF THE BOARD

GLORIA MOLINA

YVONNE B. BURKE

ZEV YAROSLAVSKY

DON KNABE

MICHAEL D. ANTONOVICH

September 11, 2007

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

## CONFLICT OF INTEREST AND DISCLOSURE CODE (ALL DISTRICTS) (3-VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the Conflict of Interest and Disclosure Codes for the Chief Executive Office and the Beverly Hills Unified School District to be effective the day following your Board's approval.

### PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommendations are necessary in order to comply with the provisions of the Political Reform Act of 1974. In accordance with the Act, the Board of Supervisors must approve a Conflict of Interest and Disclosure Code for each local government agency for which the Board of Supervisors is the code reviewing body.

Pursuant to Government Code Section 87300, every agency must adopt and promulgate a Conflict of Interest and Disclosure Code that, as the code reviewing body for Los Angeles County, the Board of Supervisors must approve before the code can then take effect. In addition, pursuant to Government Code Section 87306, agencies are required to amend their Conflict of Interest Codes when such amendments are necessitated by changed circumstances.

### Implementation of Strategic Plan Goals

Approval of the attached codes broadly supports the County Strategic Goal of Workforce Excellence.

The proposed Conflict of Interest and Disclosure Codes have been thoroughly reviewed and approved by the code review staff in accordance with the procedures established by your Board.

### FISCAL IMPACT/FINANCING

Local governmental agencies must have a Conflict of Interest and Disclosure Code in which designated employees are required to disclose financial interests at a level appropriate to their decision-making authority. These employees make or participate in the making of decisions that may have a foreseeable material effect on a financial interest. Adoption of a Conflict of Interest and Disclosure Code deters potential conflicts of interest, thereby averting misuse of public funds.

The recommended action has no effect on budget revenues and expenditures.

### FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The code review staff recommends that your Board approve the Conflict of Interest and Disclosure Codes for the agencies listed below, pursuant to Government Code Section 87300.

#### Amended Codes

##### Chief Executive Office

The new County Administrative structure went into effect on July 1, 2007. The name of the Department has changed from the Chief Administrative Office to the Chief Executive Office. The Chief Executive Officer will file pursuant to Government Code Section 87200. The department has the following changes to the code:

- Modifies the Incorporation Page to reflect those positions that will file directly with the Board of Supervisor's Executive Office.
- Adds *Chief Deputy, Chief Executive Officer (UC); Deputy, Chief Executive Officer (UC); and Chief, Telecommunications Franchising* to the code.
- Changes the titles of five (5) positions.

Amended Codes (continued)

Chief Executive Office (continued)

- Renumbers two disclosure categories.
- Deletes obsolete disclosure category.

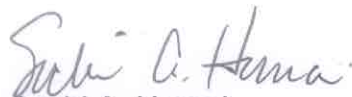
Beverly Hills Unified School District

- Deletes *Coordinator of Information Technology* from the code due to reorganization.

IMPACT OF CURRENT SERVICES

Approving the attached Conflict of Interest and Disclosure Codes for these agencies will further the purposes of the Political Reform Act of 1974 and will require the individuals designated in each agency's code to disclose appropriate economic interests in their Statements of Economic Interests.

Respectfully submitted,

  
Sachi A. Hamai  
Executive Officer

SAH:DG:ms

Attachments (2)

c: Chief Executive Officer  
County Counsel



Conflict of Interest Code  
of the

**CHIEF EXECUTIVE OFFICE**

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head, or his or her designee. The agency shall make and retain a copy of all statements filed by its Chief Executive Officer, Chief Deputy, Chief Executive Officer (UC), Chief Deputy Administrative Officer (UC), Deputy, Chief Executive Officer (UC) and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

## CHIEF EXECUTIVE OFFICE

### EXHIBIT "A"

#### CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

#### CATEGORY 2

Persons in this category shall disclose all investments and business positions.

#### CATEGORY 3

Persons in this category shall disclose all income and business positions.

#### CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

#### CATEGORY 5

Persons in this category shall disclose all property owned, investments, business positions and/or income from businesses involved in activities subject to the Los Angeles County Building, Mechanical, Plumbing or Electrical Code Enforcement or subject to plan checks for grading, drainage, geological studies, right-of-way acquisition or appraisal by the County of Los Angeles or any special districts therein. These shall include but are not limited to:

- A. Businesses involved in land speculation or development for purposes of subdivision, grading, residential or commercial development mineral exploitation or mining.
- B. Any engineering, architectural or other firm preparing plans and reports for construction.

## CHIEF EXECUTIVE OFFICE

### EXHIBIT "A" (Continued)

#### Category 5 (continued)

- C. Any firm of consulting engineers, geologists or similar specialties submitting reports for approval by the Chief Executive Officer.
- D. Any testing firms or laboratories.
- E. Any supplier of building systems, material and services.

#### CATEGORY 6

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interest disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exemptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency.

## CHIEF EXECUTIVE OFFICE

### EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Chief Deputy, Chief Executive Officer (UC)	1, 2, 3
Chief Deputy Administrative Officer (UC)	1, 2, 3
Chief, Telecommunications Franchising	1, 2, 3
Deputy, Chief Executive Officer (UC)	1, 2, 3
Senior Assistant Chief Executive Officer (UC)	1, 2, 3
Assistant Chief Executive Officer	1, 2, 3
Assistant Chief Executive Officer (UC)	1, 2, 3
Special Services Assistant VI	1, 2, 3
Senior Manager, CEO	1, 2, 3
Special Services Assistant V	1, 2, 3
Manager, CEO	1, 2, 3
Special Services Assistant IV	1, 2, 3
Principal Analyst, CAO	1, 2, 3
Principal Analyst, CAO Risk Management	4
Chief Program Specialist, CAO Risk Management	4
Senior Analyst, CAO Risk Management	4
Program Specialist IV, CAO Risk Management	4



## CHIEF EXECUTIVE OFFICE

### EXHIBIT "B" (Continued)

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Program Specialist III, CAO Risk Management	4
Analyst, CAO Risk Management	4
Chief Program Specialists, CAO	1, 2, 3
Principal Facilities Project Manager	5
Principal Real Property Agent	1, 2, 3
Chief, Property Planning, ISD	1, 2, 3
Senior Real Property Agent	1, 2, 3
Real Property Agent II	1, 2, 3
Building Inspector III	5
Consultant	6

**NOTE:** The Chief Executive Officer (Chief Administrative Officer), by law, is required to file pursuant to Government Code Section 87200 et seq., and is therefore, not included in the list of designated positions for this Department.



Conflict of Interest Code  
of the

**BEVERLY HILLS UNIFIED SCHOOL DISTRICT**

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 8100, *et seq.*) requires state and local government agencies to adopt and promulgate Conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by its Board Members and Superintendent, and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

# BEVERLY HILLS UNIFIED SCHOOL DISTRICT

## EXHIBIT "A"

### CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

### CATEGORY 2

Persons in this category shall disclose all investments and business positions.

### CATEGORY 3

Persons in this category shall disclose all income and business positions.

### CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

### CATEGORY 5

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency.

## BEVERLY HILLS UNIFIED SCHOOL DISTRICT

### EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Member, School Board	1, 2, 3
Superintendent	1, 2, 3
Assistant Superintendent Business Services	4
Assistant Superintendent/Educational Services K-12	4
Assistant Superintendent-Human Resources	4
Principal - High School	4
Principal - Elementary School	4
Director - Adult Education	4
Director of Business Operations	4
Purchasing Agent	4
Food Services Manager	4
Director of Maintenance, Operations	4
Consultant	5